**MINUTES**
**Waiver Structure Work Group Meeting**
**Tuesday, 1/11/21 from 10:00AM - 12:00PM**
**Held via: Zoom Webinar**

**Attendance:** Pamela Dushan, Lenore Sciuto, Tim Leach, Krista Gilbert, Jennifer Pineo, Sarah Menard, Jennifer Cordaro, Renee Fisher, Michelle Donovan, Deborah DeScenzo, Nancy Rollins, Sandy Hunt, Jessica Gorton, Alecia Ortiz. *Note: Members of the public who joined as attendees in listen-only mode are not included in this list.*

*Please reference the corresponding slide presentation for the detailed agenda, including topics and themes covered in the meeting and corresponding takeaways and applicable action items.*

<table>
<thead>
<tr>
<th>Major Topics and Themes</th>
<th>Key Discussion Areas</th>
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<tr>
<td><strong>Survey Update</strong></td>
<td>BDS provided an update that the feedback had been reviewed with the Steering Committee and the survey has been paused for now.</td>
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| **DSP Skills and Credentialing** | BDS announced the development of a workforce subcommittee and asked for questions regarding the workforce materials that were distributed. A member asked if it was possible to nominate someone not on the existing workgroups for membership to the subcommittee.  
  - BDS clarified that further guidance about membership would be clarified.  
A member asked BDS to verify that she was reviewing the correct research document.  
  - BDS and A&M clarified which materials were sent in advance for review.  
  - A work group member noted the challenge of receiving meeting materials close to the time of the meeting.  
**The group considered the question, “What can training look like in New Hampshire?”**  
  - BDS highlighted that there is no national standard for DSP workforce development initiatives.  
  - The group discussed the benefits of Relias as a training platform.  
  - The group discussed the benefits of credentialing.  
  - The group noted that credentialing and training go hand-in-hand.  
  - A member noted the severity of the current DSP labor shortage.  
  - BDS and A&M stated that the issue is both a recruitment and a retention issue and clarified that the intention is for any policy changes to address both issues.  
  - The group considered how and when to implement any potential career track options.  
  - A member noted that credentialing is likely to improve the quality of services for individuals.  
  - A member noted the importance of considering the costs of training and how that will impact various vendors.  
  - A member expressed interest in a hybrid training model. |

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- A member expressed the value of flexibility and not making requirements unnecessarily burdensome or specific.
- A member brought up the work being done with Hudson High School.

| Service Groupings | The Group reviewed a workbook that showed consolidated service groupings. Like services were combined and services were categorized into four categories: Residential, Day Services, Support Services, and Therapy services. BDS presented the homework assignment to the group.
  - The group discussed the challenge of deciding which services to include on future waivers and emphasized the importance of not deprioritizing services that some families need.
  - BDS and A&M clarified that this exercise alone is not meant to “eliminate” a service from the conversation, but rather to help the group consider what their non negotiables might be.
  - BDS and A&M clarified that there is no cap on the number of services the group can draft definitions for.
  - The group discussed the merits of evaluating services on both waivers.
  - A work group member commented on the importance of a smooth transition process for people between waivers.
  - BDS introduced the process of service drafting to the group and shared a service definition form.
  - BDS asked the group to respond in email with recommendations for the workforce development subcommittee. |